

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Contract Specialist
Procurement Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Job Posting No: 00003768
Hours: Full-Time 40-hour Workweek
Salary: \$69,891 - \$89,888 Annually
Closing Date: January 21, 2011

Eligibility Requirement: **Candidates must have applied for and passed the Contract Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

General Knowledge: Knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of procurement practices, procedures, and supply chain management, considerable knowledge of business law and its applicability to procurement, contracting and sales; knowledge of and ability to utilize available technology including EDP systems for financial records, reports and analyses; knowledge of principles and techniques of customer service delivery; considerable interpersonal skills, considerable oral and written communication skills, considerable negotiation skills; problem solving skills; marketing skills, considerable ability to understand, analyze and evaluate financial records, methods and procedures including financial ratios and other mathematical formulas.

Preferred Skills and Ability: Ability to conduct hard negotiations independently, ability to independently communicate policy standards to customers and/or vendors; ability to provide superior customer service; ability to work independently with procurement policies/procedures; ability to understand contract terms/conditions, ability to work in a busy, high pressure environment.

Examples of Duties: Performs a variety of specialized procurement duties such as: **Product and Service Specification Development:** Creates product and/or service standards and contract specifications for statewide products and services using industry and market knowledge, customer information, needs, and strategies and examination and knowledge of industry best practices and experiences. **Contracting-Negotiations:** Analyzes and establishes pricing strategies resulting in most cost effective method of ownership in support of state's business needs; negotiates contract terms and conditions; devises negotiating strategies with goals and alternate strategies; analyzes technical data; creates and designs complex term, master and prime vendor contracts requiring extensive customer and product knowledge and purchasing expertise. **Contracting-Administration:** Coordinates contract development for all assigned commodities; seeks and incorporates customer feedback into contract design. **Contract Approval:** Delegated authority to approve contracts valued up to \$1 million based on extensive knowledge of statutes, business law and contracting expertise. Perform related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, two (2) most recent performance appraisals and a State of Connecticut Application Form for Examination or Employment (CT-HR-12) to:

Department of Administrative Services
HR Unit
165 Capitol Avenue, 5th Floor
Hartford, CT 06106
Attn: Eileen Morin
Or
FAX TO: (860) 713-7473

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.